



Finance Committee Minutes

Monday, March 25, 2019 – 6:00 PM • Council Chambers

Item	Presented By:	Action	Topic	Report
Call to Order & Roll Call	Matt Boettcher	Members: <ul style="list-style-type: none"> • Matt Boettcher, Chair • Sharon Chaney • Brenda Dubose • Danny Kneipp - Liaison • Ron Hirth, Village Administrator • Chris Campbell, Police Chief • Andy Lanser, Fiscal Officer • Anna Gedeon, Budget Analyst 		Mr. Boettcher called the meeting to order at 6:00 PM DST. All members were present.
Set the Agenda & Adopt		Review & Motion		Motion to approve the agenda by Ms. Chaney Second by Mrs. Dubose All voted in favor.
Persons Registered to Address the Committee		None		
Minutes to be Approved	Andy Lanser	Review & Motion	Committee minutes from February 25, 2019	Motion to approve the February 25, 2019 minutes by Ms. Chaney Second by Mrs. Dubose All voted in favor https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20022519_fin.pdf

Discussion				
Monthly Financial Report	Andy Lanser Anna Gedeon Ron Hirth	Report		<p>Financial reports available online for review or download: January 2019: https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial%20Jan19.pdf</p> <p>February 2019: https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial%20Feb%2019.pdf</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The January and February Village financial documents have been finished and posted to the Village website for download and review. • Most pertinent information about the health of the Village funds for the months of January and February 2019 can be found on page 8, General Fund Overview of each. • For the month of February 2019, the General Fund shows a fund balance difference of \$207,536.31 from February 2018. This difference was caused by a \$320,000 advance in 2018 on property taxes from the County that was not requested in 2019. • This request was not made for 2019 due to the increased health of Village finances for 2019. • 2019 property tax revenues will be disbursed to the Village in April. • General Fund expenses have been reduced by \$27,752.24 in February 2019 from February 2018. • Mr. Hirth stated that it is a positive achievement that the Village is no longer dependent on requesting advances from the auditor due to a lack of cash flow.
Financial Planning & Audit	Andy Lanser & Ron Hirth	Report & Discussion		<ul style="list-style-type: none"> • Mr. Lanser recommends a 2019 first Quarter Appropriation Amendment to transfer \$2,000 from the General Fund to Recreation Commission Fund; re-appropriate \$6,885.90 received and posted to the General Fund to the Police Department for automobile repairs; appropriate \$8,000 in Mayor's Court Operation and Facilities Fund. <p>Motion to recommend 2019 First Quarter Appropriation Amendment to Council by Ms. Chaney</p>

				<p>Second by Mrs. Dubose All voted in favor</p> <ul style="list-style-type: none"> • Policy review update process ongoing. Administration has developed an "Accounts Payable" directive that is currently going through the review process. Once reviewed, updates will be made to the directive and submitted to Council for review. • Federal and Local LEFT Guidelines and Procedures document has also been created. This document is also in the review process. • Salary and Pay Procedures Review Committee has met. Another meeting is scheduled for April 11, 2019. • PD Clerk Audit will be performed in April.
Financial Operations	Anna Gedeon & Ron Hirth	Report & Discussion		<ul style="list-style-type: none"> • RITA is now responsible for Village resident's income tax collection • The deadline for submission of income tax information to RITA is April 15 • The Village Clerk's Office has physical tax forms that can be used by residents • In addition, the Village maintains a computer linked with RITA for resident's who would like to access to the internet for the submission of their taxes electronically. • Council members were advised that residents wishing to have their tax forms completed by RITA may do so by send their income documentation along with their name, address and SSN directly to RITA by fax or mail. They must still adhere to the 4/15 deadline.
New Business				<ul style="list-style-type: none"> • Village administration was notified that the Village secured \$969,130 in State funding for the Stover Road project. • Total estimated cost for the project is \$1.2 million. • In addition to State funding, the project is also eligible for up to \$60,000 in County SCIP grant funding. • Bidding process for project anticipated to begin June 1st. • Contracts will be rewarded after July 1st.
Announcements				

Adjourn				Motion to adjourn by Ms. Chaney Second by Mrs. Dubose All voted in favor.
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_____ Date: _____
 Submitted by Andy Lanser, Fiscal Officer

_____ Date: _____
 Matt Boettcher, Finance Chair

_____ Date: _____
 Anna Gedeon, Asst. Clerk